



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

ACCOUNTANT

PN# 110510

Public Works & Engineering Department

Public Utilities Division

Operations Support Branch

611 Walker*

M - F, 8:00 a.m. - 5:00 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Prepares asset, liability and capital account entries by compiling and analyzing account information. Prepares financial statements and/or special reports by preparing balance sheets and income statements and reports; collects, analyzes, and summarizes account information and trends. Presents written and oral summaries of analytical research and findings to management and examines financial data to assist in management decisions. Prepares journal document entries, to transfer, adjust, and/or correct computerized accounting records; ensure accuracy and completeness of entries; enters transactions into accounting system. Review daily cash transactions for accuracy; balances accounts to appropriate funds; reconciles and/or makes corrections. Performs fund and accrual accounting for various funds; prepares reports to collect payments and to ensure refunds are entered into the proper accounts; reviews payment vouchers for accuracy and completeness.

10 **WORKING CONDITIONS**

The position is physically comfortable; however, seasonal conditions while outside should be anticipated.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 18 hours in Accounting.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of experience as an Accountant Associate or a professional accounting is required. Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 18 hours in Accounting.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES** None

15 **SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass assignment Drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 17

\$ 992 - \$ 1,404 Biweekly

\$25,792 - \$36,504 Annually

18 **OPENING DATE** May 17, 2006

19 **CLOSING DATE** May 31, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer